



Lower Merion High School

Excellence in Education

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Sean Hughes, Principal

May 1, 2019

Dear Parents, Guardians, and Caregivers of Current 9th, 10th and 11th Grade Students:

Enclosed you will find specific information regarding guidelines, laptop insurance, and laptop distribution procedures for the 2019-2020 school year.

Once again, we are **not** requiring the signing of the Agreement for Laptop Use for returning students. The signed form we have on file will be used for your child. However, if you choose to change your decision regarding the ability of your child to take the computer home, please contact Mr. Fadely at the number below and we will gladly send you a form. Please see below for more information regarding the Agreements for Laptop Use.

To assist with the early distribution of laptop computers, we are offering students the opportunity to come to Lower Merion High School on **August 21, 2018** and **August 22, 2019** from **8am-1pm, 2pm-4pm, and 5pm-8pm**, and **August 28, 2019** from **3pm-6pm** to pick up their computers.

To qualify for the early pick up, students must:

- a. Have proof of insurance premium payment
- b. Have NO outstanding debt from previous year's computer use
- c. Have successfully completed the Quia quiz on safe use and Policy 137. Our plan is to have all 9th, 10th, and 11th grade students take the Quia quiz during advisory. In the event the student is absent during advisory they may take the Quia quiz at home. Directions for completing the quiz are attached. If students do not have computer access at home to complete the quiz, it may be taken at school when they come in to pick up their laptop. Laptops will only be distributed to the individual student. Parents and family members will not be able to pick up the laptop for the student. The student must be present at the time of distribution.

In an effort to complete the distribution of laptops to all students by September 6, 2019, we are asking that you submit the \$70.00 insurance premium in one of the three following ways:

1. You may use the enclosed envelope to send the \$70.00 insurance payment to Lower Merion High School. The deadline to receive the check/money order payable to the **Lower Merion School District** is June 10, 2019. Please include your child's name and student ID in the memo line of the check/money order.
2. Or, Send the \$70.00 check/money order with your child to Lower Merion High School. This check will be collected in Advisory on June 4, 2019. The check/money order should be payable to **Lower Merion School District**. Please include your child's name and student ID in the memo line of the check/money order.
3. Or you may pay by My School Bucks online. Instructions can be found by going to www.lmsd.org/insurance. If you opt to pay by My School Bucks please use the enclosed addressed envelope to submit your receipt for our records.

Failure to return the laptop insurance premium check by **June 10, 2019** may result in your child **not** receiving their laptop until after the September 6, 2019, distribution date.

Just a reminder that students who follow Agreement for Laptop use Attachment "B" (this means the computer stays at Lower Merion High School and does not go home) are welcome to, but not required to, pay the insurance premium. However, students who elect not to purchase the insurance provided by the District will be responsible to **pay in full** for any damages incurred to their laptop. Additionally, if a student who follows Agreement for Laptop Use Attachment "B" loses the laptop (or if it is stolen), the student will be responsible to replace the laptop at its **full cost** if he/she has not purchased the insurance premium.

The Free and Reduced Application and the Waiver for Sharing Information with Other Programs are available on the LMSD.org Nutritional Services Page of the website <https://www.lmsd.org/departments/nutritional>. A paper form of the Free and Reduced Application along with the Waiver is sent home with every student on the first day of school.

Families who participate in the Free and Reduced lunch program will have the option to forgo the insurance cost yet still have their student'(s) laptop covered under this insurance agreement, and do not need to enclose payment. However, families in the Free and Reduced lunch program will be required to pay the deductible charge for each theft, loss, or damage claim. A payment plan for the insurance deductible can be established with school administration. Families wishing to participate in this program **must apply (or re-apply) and be approved for the program yearly**. Information regarding the Free and Reduced lunch program can be found on the Lower Merion School District website by going to www.lmsd.org/fandr. If you do not have internet access, paper copies of the waiver can be available upon request. Families who fail to apply (or re-apply), or who are denied eligibility to participate in in the free and reduced lunch program will be required to pay the \$70 insurance premium. If you already qualify and receive support from the free and reduced lunch program you **must re-apply every year!** To expedite this process you must additionally **sign the waiver with the application**.

Other helpful information regarding the One-to-One laptop initiative is available on the school district website at www.lmsd.org/1to1.

If you have any questions or concerns, please feel free to contact Assistant Principal Jon Fadely at, 610-645-1834.

Thank you.

Sincerely,

Sean Hughes
Principal

Consent to Participate in the "One-to-One" Student Laptop Initiative

Returning students who previously received a One to One Student Laptop (Laptop) are not required to submit an "Agreement for Laptop Use" Attachment A or B as a condition of receiving a Laptop during the upcoming academic school year. The Agreement for Laptop Use submitted previously will remain in effect for the new academic school year unless the parent or guardian wishes to change to a different agreement, which may be done at any time throughout the school year. The agreements for use of a laptop are available on the District's website and are described briefly below:

- **Agreement for Laptop Use (Attachment A)**-If you wish to change your current agreement to purchase the District obtained insurance which would allow your child to bring the Laptop home after school.
- **Agreement for Laptop Use (Attachment B)**-If you wish to change your current agreement to permit your child to use the Laptop at school only, because of one of the reasons stated in Paragraph 2(a), (b) or (c) found on the first page of Attachment B.
- Signing and returning either agreement indicates that your child agrees to abide by Administrative Regulation No. 224 "**Care of School Property**," Board Policy 134 "**District Provided Technology Resources: Student Use, Rights and Responsibilities**," Board Policy 137 "**District Issued Laptops: Student Use, Rights and Responsibilities**" and the "**Best Practices Guidelines**" relating to the safe keeping and use of the "One-to-One" student laptops. If your child previously submitted a signed agreement, then he or she continues to be bound by the above Administrative Regulations, Board Policy and other documents. The above Administrative Regulations and Board Policies are accessible on the District's website at <http://www.lmsd.org/departments/board/policies/index.aspx>. Additionally, paper copies of the Administrative Regulations and Board Policies are available upon request made to your child's school.

Refusal to Consent

In the event you or your child has not previously signed and refuses to sign either Agreement for Use of Laptop A or B, the District will use its best efforts to make necessary accommodations for your child to ensure that your child's education is not adversely affected. Please refer to the Attachment D, entitled, "**Information for Parents/Guardians and Students Opting Out of One to One Laptop Initiative**" located at <http://www.lmsd.org/departments/board/policies/index.aspx> for more information.

Goals of the "One-to-One" Student Laptop Initiative

The major goals of this initiative are to provide students with 21st Century learning environments both at home and in school, and to give all students access to technology resources:

- Provide digital access for all students
- Support parents and guardians with tools, resources & strategies to manage technology use in their home.
- Prepare students with essential digital literacy skills to choose and use technology for learning.
- Create interdisciplinary connections through rigorous, engaging, and meaningful instructional strategies
- Promote and facilitate student critical thinking, creativity and innovation for lifelong learning
- Cultivate leadership, collaboration and team work through digital communication and productivity tools

Responsibility for Use of Laptops

Please review the following information to help ensure a productive school year.

1. The Laptop computers that will be issued to all high school students **are the property of Lower Merion School District.**
2. Students are responsible for the appropriate use of these Laptops both at school and at home.
3. Care of the Laptop is the student's responsibility.

4. Students are permitted to install software available through the Self-Service application installed on 1 to 1 Laptops.
5. If a Laptop needs repair or maintenance, students are to report to the Technology Center in their building.
6. Vandalism to any Laptop or accessory is strictly prohibited.
7. Students must present school issued picture ID when they bring their Laptop in or pick up from repair.
8. If a Laptop is **missing or suspected stolen**, the student must report this immediately to the Assistant Principal in their building. To report a Laptop missing or stolen on campus during the school day, the student must contact the Assistant Principal by phone, electronic mail or by visiting that office. To report a Laptop missing or stolen after school hours, the student must email laptopfaq@lmsd.org or leave a voice mail at 610-645-1925. If the Laptop is suspected to be stolen while off campus, then the student and/or parent/guardian must also make a report directly to the police.

Remote Access to Laptops by District Personnel

District Laptops are equipped with the ability to be accessed remotely in the following scenario:

1. In some instances it may be necessary for a LMSD Information Systems professional to access the Laptop remotely to resolve a technical problem. If this is needed, the student will be asked for permission. If permission for remote access is given, a permanent record of the approval will be logged along with the time, date and duration of the access. The student will not be asked for permission prior to remote software or configuration changes sent out to all Laptops that are necessary for the maintenance and security of the District provided technology resources such as LMSD-Net and to ensure that only authorized software is installed on the Laptops. Such software maintenance may involve the correction of altered code or programming and in some cases may remove files from the Laptop if the files are deemed to be a threat to the operation or security of District provided technology resources such as LMSD-Net or are stored in unauthorized software.

Best Practice Guidelines for Use of Student Laptops

Students are responsible for the appropriate use of their Laptops both at school and at home. The Laptops are for the use of students for educational purposes. All commercial, illegal, unethical and inappropriate use of these Laptops is expressly prohibited.

Students and other users of District Provided Technology Resources should not expect that files or other information stored on the LMSD-Net or other District Provided Technology Resources will be private as to the District. Privacy rights in connection with service providers will be determined by the End User Licensing Agreement with that service provider. Some online educational service providers may log user information, such as IP Address. The District also has the ability to collect, track and store IP addresses to identify technology devices using and communicating over the District's network and other technology resources such as online services. The District reserves the right to utilize IP address information it obtains for troubleshooting and investigative purposes.

Students should also refer to the **Best Practice Guidelines for Use of Student Laptops**, enclosed, and **Board Policy 134: District Provided Technology Resources: Student Use, Rights and Responsibilities**, and the **Board Policy 137: District-Issued Laptops: Student Use, Rights and Responsibilities**, available at <http://www.lmsd.org/departments/board/policies/index.aspx>. Any violations of either will be subject to discipline as outlined in the Harriton and Lower Merion Student Guide.

Insurance Information

Insurance is \$70.00 per student with a \$100.00 deductible for theft or damage. The deductible is charged for each loss and is in addition to the insurance payment. Families who participate in the Free and Reduced lunch program will have the option to forgo the insurance cost yet still have their student(s) Laptop covered under this insurance agreement. However, families in the Free and Reduced lunch program will be required to pay the deductible charge of \$100.00 for each theft, loss, or damage claim.

When a Laptop is issued to a student as the result of an IEP team determining, through the SETT process, that a Laptop is a necessary component of the student's IEP, then the parent/guardian of the student is not required to pay the laptop insurance premium. However, parents/guardians may be required to pay the applicable insurance deductible charge for each theft, loss, or damage claim.

Payment for Insurance is required prior to the issuance of the Laptop. Parents/guardians are encouraged to pay the \$70.00 insurance premium prior to the start of the school year through an online payment system at <http://www.lmsd.org/insurance> Parents/guardians who choose not to utilize the online payment method can mail or deliver a check to the high school main office. Checks should be made payable to Lower Merion School District and include the student's ID number (example: s123456) in the memo field of the check to ensure the payment is correctly recorded. Please DO NOT send in cash for payment of laptop insurance. No uninsured Laptops are permitted off campus.

You may not substitute homeowners or other personal insurance for District-procured Laptop insurance.

If a student does not have Laptop insurance and the Laptop is lost, stolen or damaged while in that student's control, then the District reserves the right to hold the parent/guardians responsible for full replacement or repair cost.

Web Blocking Software

Although students are primarily responsible for the use of the Laptop and LMSD-Net, the District has installed blocking software on Laptops designed to protect students from obscene material, child pornography and other visual depictions deemed harmful to minors (as defined by the Children's Internet Protection Act). An authorized administrator may disable the technology protection measure if needed for bona fide research or other lawful purpose.

Additional Questions?

Parent/guardian orientation sessions will be held at times and dates to be announced at your child's high school. Notices will be sent home to parents/guardians and published on the LMSD website at www.lmsd.org.

Thank you for your continued cooperation and support. The One to One initiative represents an outstanding learning opportunity for our students.

Enclosures: Best Practice Guidelines for Use of Student Laptops
Quia Instructions